

Newcomer's Checklist

Newcomer's Name,

Congratulations on your assignment to Aviano AB, Italy! As your sponsor, I play a key role in assisting you to complete the necessary items before you arrive in Italy to ensure a smooth transition. If possible, schedule your flight to arrive Wed-Sat, so you will begin base in-processing or Right Start on Monday. I highly recommend you complete the Checklist Items before your arrival, as it will ease your in-processing into Aviano. Also, please review the Helpful Tips section, which provides information on frequently asked questions about housing, transportation, family members and pets.

Contact me, (insert name), at DSN: 632-XXXX, Commercial: 0039-0434-30-XXXX or e-mail address with questions or changes to your travel arrangements.

Checklist Items (<i>complete before your arrival</i>):	Check when complete
Download Aviano Installation Guide at www.militaryhomefront.dod.mil	
Visit Aviano's Airman & Family Readiness website at www.afrc.avianoab.info	
Obtain no-fee passport & visa for family members prior to leaving (see Note 1)	
If you have leave/TDY en-route, provide your e-mail address, phone number & address	
Provide a copy of your orders to your sponsor to set up your post office box	
Provide your flight information to include: arrival date, airport location, and time	
Lodging or Dormitory reservations (see note 2).	
Ship your vehicle 2 months prior to departure (see note 3)	
Valid state drivers license & International drivers license (see note 4)	
AFI license test (see note 5)	
Provided Sponsor with USAFE Form 115, AF Form 4394 & DOD Information Assurance Certificate. Forms need to be submitted to Unit IAO to gain email access.	
Child Care arrangements (see note 6)	
Housing (see note 7)	
DODDS Registration Packets (see note 8)	
Microchips for pets (see note 9)	

Note 1: It is *absolutely essential* that each family member obtains a no-fee passport and visa prior to leaving your current assignment. It is a mandatory requirement and failure to complete this subjects your family to risk of deportation. Please report to your losing MPS Customer Service and inquire about procedures from the passport agent for processing a no-fee passports and Italian "Missione" Visas. Process could take months. This cannot be accomplished while in Italy therefore, as soon as orders are received starts the process.

Note 2: When you have your confirmed flight reservation, contact your sponsor and provide the information. The sponsor will reserve your lodging based on family and pet requirements you provide. There is limited availability for pet rooms so do keep your sponsor up to date with your travel information. If you need to contact lodging, Mountain View Lodge, they can be reached

by calling at DSN: 632-4040 or by e-mail lodging@aviano.af.mil. If you will be residing in the Dorms, provide your sponsor a copy of orders, so your sponsor can notify the dorm manager.

Note 3: Ship your personally owned vehicle (POV) 6-8 weeks before your departure. Military members are authorized to import one tax free vehicle. Military married to military could have two tax-free vehicles registered in their names. All other vehicles are subject to Italian road tax which is based on engine size.

Aviano Air Base facilities are not located in one contiguous area and are located in several different areas. You will be required to do business in different locations and a POV is essential. Since there is no base housing, you will be free to house-hunt with your own POV. Taxis are not allowed on base and are very expensive, and it is expensive to rent cars in Europe and Italy is no exception!

Note 4: All personnel must have a valid stateside license and be 18 years of age in order to receive an AFI license, which is required to drive any vehicle registered at Aviano AB. Military members must be assigned to Aviano. Civilian employees and all family members must be command sponsored or have logistical support in order to receive an AFI. International Driver's License (obtainable from AAA) is needed whenever traveling outside of Italy and it is recommended to obtain one prior to leaving the U. S.

NOTE TO MOTORCYCLE OPERATORS: All motorcycle operators need to have stateside endorsements prior to arrival. Italian law prohibits those under 21 from driving a motorcycle higher than 25KW or 33HP.

NOTE REGARDING VISITING FAMILY MEMBERS: If a visiting family member completes AFI process for authorization letter, they can operate an AFI plated vehicle, only with an AFI privileged person/family member in the vehicle at all times. In accordance with NAVSUPACT Naples Instruction 11240.19G.

Note 5: It is important to accomplish your AFI test and print the certificate before you arrive. Members are not allowed to pick up or register personal vehicles until they have obtained their AFI license. To complete your AFI License Test, go to the A&FRC web site, <http://www.afrc.avianoab.info/>. At the top of the home page, click on Inbound, then Driving in Italy. To prepare for the test, review the Aviano AB Driver's Study Guide and the European Road Signs guides. When you have learned the information at these links, click on the AFI TEST MODULE and follow the instructions on the screen. To pass you must receive 100% on both sections; print each certificate and bring with you to Right Start.

Note 6: If you require child care, you can contact CDC Front desk at DSN 314-632- 8247 or 314-632-5117 to scan and/or email an advance application (DD Form 2606) with a copy of your orders. Visit the 31st Force Support Squadron web site (www.31fss.com) to complete the application and check out the child and youth programs. A copy of your Permanent Change of Station (PCS) orders is required.

When you arrive on base, contact or drop by the CDC or Youth SAP to activate your application. Applications are required for all individuals who want to register for the waiting lists, to include military married to military and single parents. If child care is required upon arrival to the base, call the centers directly and/or work closely with your sponsor who can assist you in making child care reservations and check your current status on the waiting list.

Priority Care

Aviano AB has established priorities for child care in the CDC and Youth SAP based on the Department of Defense (DoD) mandated requirements per AFI 34-248 and AFI 34-249. Additionally, for full-time or before and after school child care in child development or school age programs, the highest priority for care includes active duty military and DoD civilian employed parents who are either single parents or whose spouse is employed full time, is a military member on active duty or a full-time student.

- Priority 1: Single and Dual Military Families (military married to military) and Reservists on active duty (with a family status Single Parent/Dual Military)
- Priority 2: Single and Dual Military or Command Sponsored DoD Civilians with a full time working nonmilitary spouse (working 20 hours per week or is a full time student)
- Priority 3: Families with an unemployed spouse

Note 7: If you are accompanied or Mil to Mil you may complete an advance application for government housing, DD1746, at your current housing office in order to place your name on the wait list. The housing office will send your application to Aviano w/copy of your orders.

Community Houses: Visit the housing website: www.AHRN.com to start your search for community housing. At <https://wwwmil.usafe.af.mil/Aviano/Housing/> home page, there is an in-processing link, which provides a lot of information about Government and Community housing here at Aviano. You will receive Temporary Lodging Allowances (TLA) to offset temporary accommodations, lodging after your arrival, but it is not automatic. TLA is authorized for up to a maximum of 60 days IAW Joint Federal Travel Regulations after your arrival, however, because of the abundance of rentals in the community, the average TLA is less than 30 days. You must check in with the Housing Office when you arrive or when you get to your Right Start briefing.

Unaccompanied Housing: Unaccompanied personnel from E1 to E3 and E4 under 3 years of service will be housed at our dormitories and will be instructed to report to our dorm manager upon arrival. It is mandatory for personnel to attend the Right Start briefing.

Note 8: If you have school-age children, you may review the DODDS websites to learn how to register your children and other important information. For elementary children go to www.avia-es.eu.dodea.edu/registration.htm and for high school children www.avia-hs.eu.dodea.edu/registration.htm.

Immunizations: Each state in the U.S. has different immunization requirements. Review the CDC website www.cdc.gov to ensure your children have the proper vaccinations for Italy, so their enrollment to school is not delayed. At the A-Z index, click on V, Vaccine-See Immunization, and review immunization schedules.

Note 9: Italy does not have quarantine or pet restrictions; however, there are major requirements when shipping pets.

1. All cats, dogs and ferrets arriving in Italy must be microchipped prior to arrival in country.
2. An International Health Certificate (available on line from the Italian Embassy) is required to bring a pet into Italy. Strict time-lines regarding examinations and immunizations are involved. You will need a veterinary health certificate as well as a rabies vaccine certificate that states the animal is in good health and rabies free. This rabies vaccine must be older than 30 days but less than 11 months.
3. The health certificate must be issued no earlier than ten days before arrival to Italy. This certificate is strictly valid for only ten days after issuance. If flying commercially, both of these documents must be certified by the U.S. Dept. of Agriculture (stamp, seal and signature).

Ensure your flight and all connecting flights accept pets & have space available. Pets must be registered at the Vet Clinic upon arrival and will need their health certificate and vaccination report. Government housing in Italy permits two pets per residence.